

## Quality Procedure (QP) Interim Change Notice (ICN)

Effective Date: **6/1/04**

2 Page(s)

**Section 1: Description of Change** (Requester completes)Document Catalog No.: **ER2004-0258**QP & Rev. No.: **QP-2.3, R0**ICN No.: **2**QP Title: **Personnel Entry and Exit Processes**

## Description of Change:

Replace Attachment D: Subcontractor Verification Form.

Attachments Modified, Added, or Removed:

☒ Yes☐ No

## ICN Justification:

Improve Attachment D: Subcontractor Verification Form.

8. Requester: Elenna Martinez [Signature on file]

(Print name, then sign.)

05/25/2004

(Date)

**Section 2: Evaluation and Approval** (PTL, Technical Reviewer, and QPPL complete)

9. Evaluation Remarks: (If none, enter N/A)

N/A

10. Project Team Leader: Alison Dorries [Signature on file]

(Print name, then sign.)

05/25/2004

(Date)

11. Technical Reviewer: E. Jeanne Hamilton [Signature on file]

(Print name, then sign.)

05/25/2004

(Date)

12. QPPL: Phillip Noll [Signature on file]

(Print name, then sign.)

05/25/2004

(Date)

**QP-4.1, R5****Los Alamos National Laboratory  
Environmental Restoration**[Using a token card, click here to record "self-study" training to this procedure.](#)

If you do not possess a token card or encounter problems, contact the RRES-FCR training specialist.

## Subcontractor Verification Form

Start Date:	Exit Date:
-------------	------------

<b>Subcontractor Information:</b> (All subcontractors, <u>except those working fewer than ten days</u> , complete this portion and fax to the Group Office for People Database entry).			
Z Number:	Name (Last, First MI):		Email Address:
Location (TA/Bldg/Rm):	Mail Stop:	Office Phone:	Fax Phone:
Cellular/Pager: <input type="checkbox"/> N/A	Organizational Code:	<input type="checkbox"/> Badge Request	
Work Status: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary			
Name of Subcontractor:			
Subcontract/Purchase Order #:			
Expiration Date:			
Task Order # (if applicable):			
Procurement Specialist Name:			
Subtask # or description (if applicable):			
Lower-tier Subcontractor:			
Employee Name, Z#, Physical Location:			
Subcontractor Supervisor:			
Phone Number:			
Signature:			
UC Team Leader:			
Phone Number:			
Signature:			
Description of Work:			
Training: The Subcontractor shall ensure by signing below that <i>all entering subcontractor personnel</i> complete all required training <u>before</u> the start of work performance.)			
			Date:

(Return to the Group Office when complete.)

## Quality Procedure (QP) Interim Change Notice (ICN)

Effective Date: **4/19/04**

9 Page(s)

**Section 1: Description of Change** (Requester completes)Document Catalog No.: **ER2004-0089**QP & Rev. No.: **QP-2.3, R0**ICN No.: **1**QP Title: **Personnel Entry and Exit Process**

## Description of Change:

1. Replace Attachment A with Attachment A: Personnel Entry and Exit Process Flow Chart.
2. All RRES-RS/ECR personnel shall follow Attachment A: Personnel Entry Process Flow Chart.
3. Replace Attachment B with Attachment B: UC/Staff Augmentation Entry Form.
4. Add Attachment C: RRES-RS/ECR Personnel Information Form.
5. Add Attachment D: Subcontractor Entry and Verification Form.
6. Add Attachment E: Exit Process Flow Chart.
7. All RRES-ECR personnel shall follow the process defined in Attachment E when exiting the RRES-ECR Group.
8. Add Attachment F: Personnel Exit Form
9. Add Attachment G: RRES-ECR New Employee Orientation Packet Link:  
<http://erinternal.lanl.gov/Quality/user/forms.asp>.

Attachments Modified, Added, or Removed:

☒ Yes☐ No

## ICN Justification:

Documents improved process and forms for RRES-RS/ECR personnel to use when entering/exiting the RRES-ECR group.

8. Requester: Ellena Martinez [Signature on File]

(Print name, then sign.)

04/12/2004

(Date)

**Section 2: Evaluation and Approval** (PTL, Technical Reviewer, and QPPL complete)

9. Evaluation Remarks: (If none, enter N/A)

N/A

10. Team Leader: Alison Dorries [Signature on File]

(Print name, then sign.)

04/13/2004

(Date)

11. Technical Reviewer: E. Jeanne Hamilton [Signature on File]

(Print name, then sign.)

04/14/2004

(Date)

12. QPPL: Phillip Noll [Signature on File]

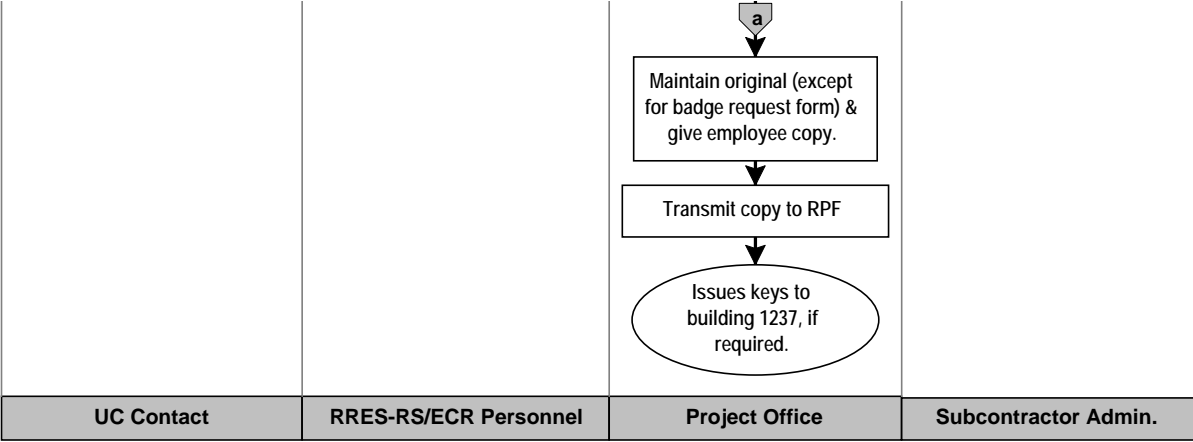
(Print name, then sign.)

04/14/2004

(Date)

**QP-4.1, R5****Los Alamos National Laboratory  
Environmental Restoration**





## Attachment B: UC/Staff Augmentation Entry Form

Start Date:

<b>Personnel Information:</b>			
Z Number:		Name (Last, First MI):	
Email Address:		Location (TA/Bldg/Rm):	
Office Phone:		Mail Stop:	
Fax Phone:		Cellular/Pager: <input type="checkbox"/> N/A	
Organizational Code:		RRES-ECR Team:	
Team Leader:		Emergency Contact:	
Job Title:			
Employer Name:		Employer Phone #:	
Subcontract Contact/Subcontract #:		<input type="checkbox"/> Badge Request <input type="checkbox"/> Contractor Verification	
Work Status: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Deployed <input type="checkbox"/> Casual <input type="checkbox"/> Temporary			
<b>Training:</b> (The Team Leader shall ensure, by signing below, that the entering UC and staff augmentation personnel receive a training matrix and <u>complete</u> all required training <u>before</u> the start of work performance.)			
Team Leader Signature:			Date:
<b>Communications &amp; Outreach:</b> Please contact 7-3333 to schedule an appointment. <input type="checkbox"/> Digital Photograph			
C&O Signature:			Date:
<b>Computer Support:</b> (Complete this section if applicable). Please contact Information Management for more information.			
Configure Computer:		Computer Property #:	
<input type="checkbox"/> Email	<input type="checkbox"/> User Folder	<input type="checkbox"/> New <input type="checkbox"/> Existing	
<input type="checkbox"/> Public Folder	<input type="checkbox"/> Public Folder	<input type="checkbox"/> New <input type="checkbox"/> Existing <input type="checkbox"/> N/A	
<input type="checkbox"/> Public Share	<input type="checkbox"/> Other Folders	<input type="checkbox"/> Software Licenses on ESD	
Printer Property #:			( <input type="checkbox"/> N/A)
Computer Support Signature:			Date:
<b>Project Office Use Only:</b> (Note: Applies to only personnel assigned an office in the Pueblo Complex).			
Issue Key/Series:		<input type="checkbox"/> Pager (Call 7-5533)	
<input type="checkbox"/> EER-1:	<input type="checkbox"/> Charge Code	<input type="checkbox"/> Create Mail Slot	
<input type="checkbox"/> Other(s):	<input type="checkbox"/> New Office Phone Line/Order #:	<input type="checkbox"/> Update People	
	<input type="checkbox"/> Voice Mail (Call 665-8800)	Database	
		<input type="checkbox"/> Update EIS	
Project Office Signature:			
<input type="checkbox"/> Copy sent to Property Administrator <input type="checkbox"/> Copy sent to Training Specialist			

**(Return to RRES-ECR Office when complete.)**

## Attachment C: RRES-RS/ECR Personnel Information Sheet

Date:

Assigned Team:		Team Leader:	
Job Title:			
Personal Information: <b>(Please print.)</b>			
Last Name: _____		First Name: _____ Middle Initial: _____	
Z#:		Phone #:	
<b>(Please check one box.)</b>			
Schedule: 9/80 A <input type="checkbox"/>		9/80 B <input type="checkbox"/>	40 <input type="checkbox"/> Other <input type="checkbox"/>
<b>(Please check one box.)</b>			
Full Time: <input type="checkbox"/>		Part Time: <input type="checkbox"/>	Casual Status: <input type="checkbox"/>
Work Hours:			
Home Address:			
City: _____		State: _____	Zip Code: _____
Home Phone #:		Emergency Contact Person & Phone Number:	

**Completion Requirements: **(Please check box of completed items.)****

- ☐ Orientation Training (Office Safety Video)
- ☐ Work Authorization
- ☐ Personnel Entry Form
- ☐ Smart Card Form

**Information Distribution Checklist: **(Please check box of received items.)****

- ☐ Organizational Chart
- ☐ Telephone Directory
- ☐ Time & Effort Policy/Group Instructions & Guidelines
- ☐ Travel Worksheet / Travel Instructions
- ☐ Work submission to [eradmin@lanl.gov](mailto:eradmin@lanl.gov)
- ☐ RRES-RS/ECR Colloquium Schedule & Location
- ☐ Sexual Harassment Prevention Memo
- ☐ Misuse of Laboratory Computer Memo

\_\_\_\_\_  
(Employee Signature) (Date)

\_\_\_\_\_  
(Team Leader Signature) (Date)

\_\_\_\_\_  
(Group Leader Signature) (Date)

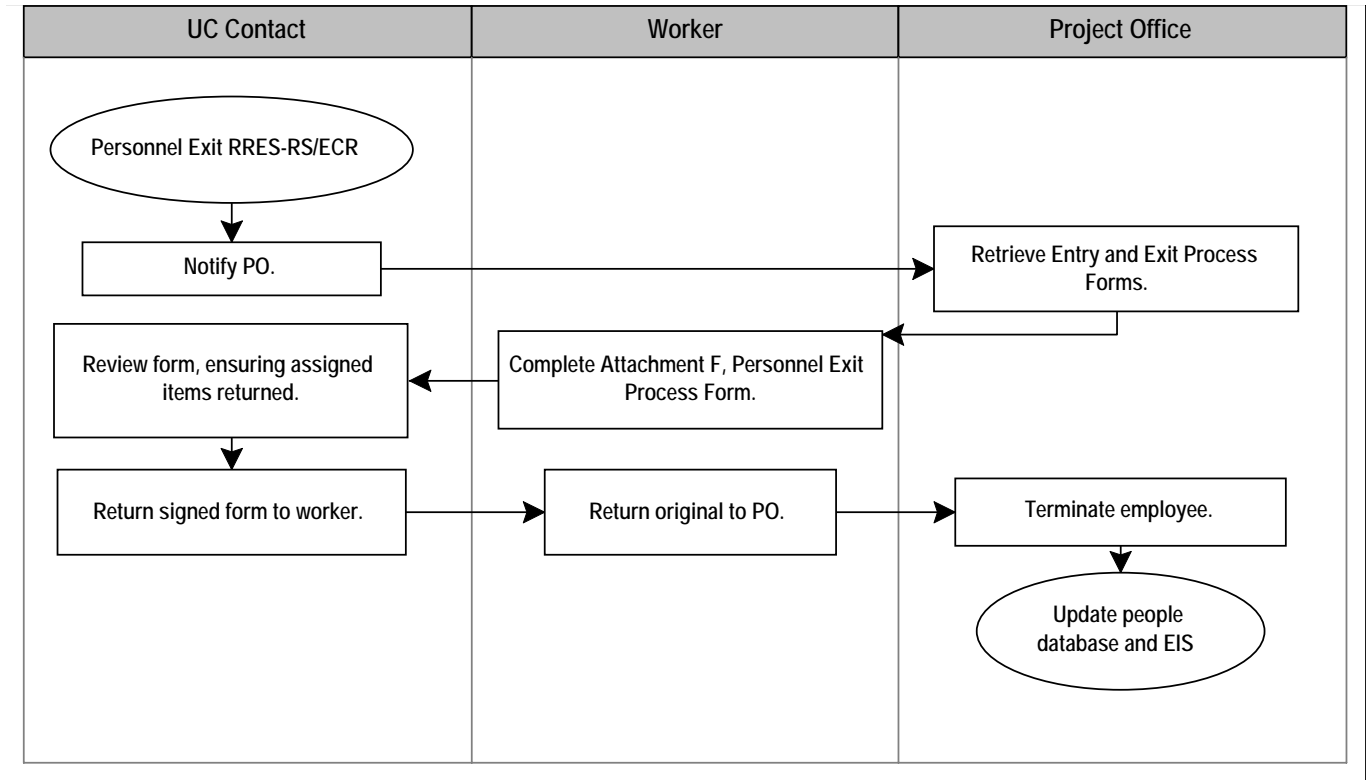
## Attachment D: Subcontractor Entry and Verification Form

Start Date:		Exit Date:	
<b>Subcontractor Information:</b> (All subcontractors, <u>except those working fewer than ten days</u> , complete this portion and fax to the Group Office for People Database entry).			
Z Number:	Name (Last, First MI):		Email Address:
Location (TA/Bldg/Rm):	Mail Stop:	Office Phone:	Fax Phone:
Cellular/Pager: <input type="checkbox"/> N/A	Organizational Code:	<input type="checkbox"/> Badge Request	
Work Status: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary			
Name of Subcontractor:			
Subcontract/Purchase Order #:			
Expiration Date:			
Task Order # (if applicable):			
Procurement Specialist Name:			
Subtask # or description (if applicable):			
Lower-tier Subcontractor:			
Employee Name, Z#, Physical Location:		1.	
		2.	
		3.	
Subcontractor Supervisor:			
Phone Number:			
Signature:			
UC Team Leader:			
Phone Number:			
Signature:			
Training: The Subcontractor shall ensure by signing below that <i>all entering subcontractor personnel</i> complete all required training <u>before</u> the start of work performance.)			
			Date:

(Return to the Group Office when complete.)



## Attachment E: Personnel Exit Process Flow Chart



## Attachment F: Personnel Exit Form


Exit Date:

<b>Personnel Information:</b> (All personnel complete this form, <u>except</u> those working fewer than ten days).		
Z Number:	Name (Last, First MI):	
Work Status: <input type="checkbox"/> Terminating <input type="checkbox"/> Transferring from RRES-ECR <input type="checkbox"/> Casual		
<b>Computer Support:</b> (This section <u>does not apply</u> to personnel working fewer than ten days). Contact Information Management to schedule checkout.		
Configure Computer/User Account <input type="checkbox"/> Remove User from RRES WIN Groups <input type="checkbox"/> Remove User Folder <input type="checkbox"/> Remove Public Share Account <input type="checkbox"/> Other Folders	Transfer Computer Property #: _____ to _____ Transfer Printer Property #: _____ to _____ <input type="checkbox"/> Email <a href="mailto:RRES-Property@lanl.gov">RRES-Property@lanl.gov</a> with updated Property Information. <input type="checkbox"/> Transfer Software License(s) to Team Leader <input type="checkbox"/> Remove Computer from RRES-RS OU <input type="checkbox"/> Remove User account from RRES-RS OU	
Computer Support Signature:		Date:
<b>Records Management:</b> (All employees complete this section). Contact RPF at 665-6497 to schedule appointment.		
<input type="checkbox"/> Records transferred to new custodian. Name of Contact: _____		
<input type="checkbox"/> Records Transferred to RPF upon exit: Name: _____		
<input type="checkbox"/> Destruction of Records/Removal (See RPF for process.) Initials: _____ Date: _____		
<b>Note:</b> All RRES-RS/ECR records created and received in the normal course of business at LANL are the property of the U.S. Government. Do not consider these records as personal property. Refer to LIR 308-00-02.0, Section 5.0.		
<b>UC Contact:</b>		
<input type="checkbox"/> Collect Pager <input type="checkbox"/> Cellular <input type="checkbox"/> Laptop (if applicable) <input type="checkbox"/> Collect Visa Card <input type="checkbox"/> Disconnect existing Phone Line <input type="checkbox"/>		
Transfer existing line to: _____		
Other Items: _____		
UC Contact Signature:		Date:
<b>Project Office Use Only:</b> (This section applies <i>only to personnel assigned an office in the Pueblo Complex</i> ).		
Collect Keys: <input type="checkbox"/> EER-1 <input type="checkbox"/> EER-2 <input type="checkbox"/> EER-3 <input type="checkbox"/> Other _____	<input type="checkbox"/> Cancel Voice Mail (Call 665-8800) <input type="checkbox"/> Collect Calling Card <input type="checkbox"/> Remove Mail Slot	<input type="checkbox"/> Inactivate ECR People Database <input type="checkbox"/> Terminate Record on EIS Database <input type="checkbox"/> Update Organization Chart
<input type="checkbox"/> Copy sent to RPF <input type="checkbox"/> Copy sent to Property Admin. <input type="checkbox"/> Copy sent to Training Specialist <input type="checkbox"/> Copy sent to Budget Analyst		

Attachment G: RRES-ECR New Employee Orientation Packet Link

<http://erinternal.lanl.gov/Quality/user/forms.asp>

(Return to the Project Office when complete.)

Identifier: <b>QP-2.3</b>	Revision: <b>0</b>	Effective Date: <b>01/07/02</b>	 <p><b>ENVIRONMENTAL RESTORATION PROJECT</b></p> <p><b>A Department of Energy Environmental Cleanup Program</b></p>
ER Document Catalog Number: <b>ER2001-0170</b>			
Author: <b>Ellena Martinez</b>			

## Environmental Restoration Project Quality Procedure

for:

## Personnel Entry and Exit Process

# Los Alamos

NATIONAL LABORATORY

Los Alamos, New Mexico 87545

Los Alamos National Laboratory, an affirmative action/equal opportunity employer, is operated by the University of California for the United States Department of Energy under contract W-7405-ENG-36.

## Revision Log

<b><i>Revision Number</i></b>	<b><i>Effective Date</i></b>	<b><i>Prepared By</i></b>	<b><i>Description of Changes</i></b>	<b><i>Affected Pages</i></b>
Revision 0	01/07/02	Ellena Martinez	New Quality Procedure (Replaces DI-4.21)	All

# Personnel Entry and Exit Process

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# Personnel Entry and Exit Process

**Note:** ER Project personnel may produce paper copies of this procedure printed from the controlled-document electronic file located at [http://erinternal.lanl.gov/home\\_links/Library\\_proc.shtm](http://erinternal.lanl.gov/home_links/Library_proc.shtm). Ensure that you utilize and train to the current version of this procedure. Contact the author if text is unclear.

**Note:** **Personnel working less than ten (10) days on the ER Project should follow their subcontractor's entry/exit process.**

## 1.0 PURPOSE

This Quality Procedure (QP) states the responsibilities and describes the personnel entry and exit process for the ER Project.

## 2.0 SCOPE

This QP is a mandatory document and shall be implemented by all ER Project personnel who enter or exit the ER Project.

## 3.0 REFERENCES

ER Project personnel using this procedure should become familiar with the contents of the following documents to properly implement this QP.

ER Project Quality Management Plan located at [http://erinternal.lanl.gov/home\\_links/Library\\_proc.shtml](http://erinternal.lanl.gov/home_links/Library_proc.shtml).

QP-2.2, Personnel Orientation and Training

QP-3.2, Lessons Learned

QP-4.4, Record Transmittal to the Records Processing Facility

## 4.0 DEFINITIONS

**Note:** A glossary of definitions is located on the ER Project internal homepage located at <http://erinternal.lanl.gov/WritingGuide.shtml>.

- 4.1 Active personnel entry binder — A binder in the ER Project Office consisting of active personnel entering the ER Project.
- 4.2 Deployed personnel — A UC employee whose host organization deploys their services to another LANL organization for a short- or long-term assignment.

- 4.3 ER UC Contact — The University of California employee to whom the new employee is assigned for supervision.
- 4.4 Inactive personnel binder — A binder in the Project Office consisting of personnel that have exited the ER Project.
- 4.5 Memorandum of Understanding (MOU) — An agreement between the host organization and the ER Project. The ER Project accepts safety responsibilities for deployed employees on-site at the Pueblo Complex or employees who are engaged in fieldwork for the project.
- 4.6 Subcontract personnel — *Personnel who are employed by an external company who are tasked by the ER Project to perform work under a contract or task order.*
- 4.7 Subcontractor Administrative Point-of-Contact — The subcontract administrative person responsible for processing the necessary documentation for subcontractors entering and exiting the ER Project.
- 4.8 UC/Staff-augmentation personnel — *Personnel who are employed by external contract companies such as Weirich, Butler, Comforce, or the Plus Group to perform work for the ER Project under a contract agreement.*

## 5.0 RESPONSIBLE PERSONNEL

The following personnel are responsible for activities identified in Section 6.0 of this QP. Tasks may be delegated to subordinates, but the individuals to whom they are assigned via this QP are ultimately responsible for their completion.

- 5.1 Entering or Exiting Person
- 5.2 ER Project Office Administrative Staff
- 5.3 ER UC Contact
- 5.4 QP Users
- 5.5 Subcontract Administrative Point-of-Contact

## 6.0 PROCEDURE

- 6.1 ER Project Personnel Entry Process
  - 6.1.1 Entry Process for UC/Staff-Augmentation Personnel
    - 6.1.1.1 The **ER UC contact** notifies the ER Project Office administrative staff of new personnel entering the ER Project in order to perform work.
    - 6.1.1.2 The **ER Project Office administrative staff** furnishes the entering person a copy of Attachment A, Personnel Entry &

Exit Process Form, or directs the entering person to obtain the form from the web at <http://erinternal.lanl.gov/Quality/user/forms.asp>.

- 6.1.1.3 It is the **entering person's** responsibility to complete all required and pertinent information on the Personnel Entry Process Form (Attachment A, side 1), and to acquire the required approval signatures.
- 6.1.1.4 The **ER UC contact** reviews the Personnel Entry Process Form for completeness, ensuring that all sections, e.g., Focus Area, Focus Area Leader, Organization code, ER UC Contact, Room Number fields, etc., are filled out accurately and have the appropriate signatures.
- 6.1.1.5 The **ER UC contact** documents on the Personnel Entry Form the items required to be issued to the entering person, e.g., keys, cellular phone, pager, laptop computer, etc.
- 6.1.1.6 The **ER UC contact** signs the Personnel Entry Process Form in the appropriate space, ensuring that the entering person's training requirements are assigned and the employee is fully trained before any work performance.
- 6.1.1.7 The **ER UC contact** submits the completed Personnel Entry Process Form to the ER Project Office administrative staff who ensures the form is complete and all required signatures have been acquired.
- 6.1.1.8 The **ER Project Office administrative staff** fills out a Badge Request Form for the entering person if person is a new Laboratory employee or UC Staff Augmented employee and submits the Badge Request Form for approval signature.
- 6.1.1.9 The **ER Project Office administrative staff** updates the ER People Database and the Laboratory Employee Information System (EIS).
- 6.1.1.10 The **ER Project Office administrative staff** notifies the ER UC contact to pick up the Badge Request Form, coordinating with the entering employee to hand deliver form to the Badge Office.
- 6.1.1.11 The **ER Project Office administrative staff** issues keys to Building 1237, if required.



6.1.1.12 The **ER Project Office administrative staff** transmits copies of the completed Personnel Entry Process Form to the property administrator, budget analyst, and the training specialist.

6.1.1.13 The original Personnel Entry Form is maintained in the ER Project Office in the “Active” Personnel Entry binder, by the **ER Project Office administrative staff**.

**Note:** The **ER Project Office administrative staff** adds deployed personnel entering the ER Project to the appropriate Memorandum of Understanding (MOU) annually.

#### 6.1.2 Entry Process for Subcontract Personnel

6.1.2.1 The **subcontract administrative contact** provides the Personnel Entry Process Form (Attachment A, side 1), located at <http://erinternal.lanl.gov/Quality/user/forms.asp>, to the entering person.

6.1.2.2 The **entering person** completes all required and pertinent information on the Personnel Entry Process Form and obtains all required approval signatures.

6.1.2.3 The **subcontract administrative contact** completes Attachment B, Subcontractor Verification Process Form, located at <http://erinternal.lanl.gov/Quality/user/forms.asp>, and a Badge Request Form, located at <http://enterprise.lanl.gov/forms/917.pdf>, for the entering person.

6.1.2.4 The **subcontract administrative contact** submits all paperwork to the ER Project Office administrative staff.

**Note:** The completed Subcontractor Verification Form and the Personnel Entry Process Form must accompany a Badge Request Form; the ER Program Manager will **not** sign the badge request without these forms.

6.1.2.5 The **ER Project Office administrative staff** ensures that approval signatures are acquired on the Subcontractor Verification Process Form (Attachment B).

**Note:** The **ER UC Contact** must approve and sign the Subcontractor Verification Process Form before the ER Project office administrative staff proceeds with the personnel entry process.

- 6.1.2.6 The **ER Project Office administrative staff** ensures all forms are complete and submits the Badge Request Form for approval signature then notifies the **subcontract administrative contact** that the signed badge request is ready for pick-up.
- 6.1.2.7 The **subcontract administrative contact** arranges the pickup of the original, signed Badge Request and coordinates with the entering employee to hand deliver form to the Badge Office.
- 6.1.2.8 The **ER Project Office administrative staff** updates the ER People Database and the Laboratory Employee Information System (EIS).
- 6.1.2.9 The **ER Project Office administrative staff** issues keys to Building 1237, if required.
- 6.1.2.10 The **ER Project Office administrative staff** transmits copies of the Personnel Entry Process form to the property administrator, budget analyst, training specialist, and subcontract administrative contact.
- 6.1.2.11 The original Personnel Entry and Exit Process Form and Subcontractor Verification Form are maintained in the ER Project Office in the “Active” Personnel Entry binder by the **ER Project Office administrative staff**.

## 6.2 ER Project Personnel Exit Process

### 6.2.1 ER Project Exit Process for UC / Staff-Augmentation Personnel

- 6.2.1.1 The **ER UC contact** notifies the ER Project Office administrative staff that person is exiting the ER Project.
- 6.2.1.2 The **ER Project Office administrative staff** retrieves the original Personnel Entry & Exit Process Form from the Active Personnel Binder.
- 6.2.1.3 The **exiting person** completes the Personnel Exit Process Form (Attachment A, side 2), and acquires all required signatures.
- 6.2.1.4 The **ER UC contact** reviews the form, ensuring assigned items were returned and accounted for and appropriate signatures were acquired then returns the signed Personnel Exit Process form to the **ER Project Office administrative staff**.

**Note:** The exiting person must have the Personnel Entry & Exit Form (Side 2) signed by an Records Processing Facility (RPF) representative before leaving the ER Project. The exiting person must transfer existing records to a New Custodian or to the RPF for record storage. Reference the Los Alamos National Laboratory Records Management document LIR 308-00-02.0, Section 5.0.

6.2.1.5 The **ER Project Office administrative staff** collects building keys, if applicable.

6.2.1.6 The **ER Project Office administrative staff** inactivates the exiting person from the ER People Database and the Laboratory Employee Information System (EIS).

6.2.1.7 The **ER Project Office administrative staff** transmits a copy of the completed Personnel Entry and Exit Form to the RPF, the property administrator, budget analyst, and the training specialist.

6.2.1.8 The **ER Project Office administrative staff** files forms in inactive personnel binder.

#### 6.2.2 Exit Process for Subcontract Personnel

6.2.2.1 The **subcontract administrative contact** notifies the ER Project Office administrative staff that a person is exiting the ER Project.

6.2.2.2 The **ER Project Office administrative staff** retrieves the original Personnel Entry and Exit Process Form from the active personnel binder.

6.2.2.3 The **exiting person** completes the Personnel Exit Process Form (Attachment A, side 2), and acquires all required signatures.

6.2.2.4 The **ER UC contact** reviews the form, ensuring assigned items are returned and accounted for and appropriate signatures have been acquired, then returns the signed Personnel Exit Form to the ER Project Office administrative staff.

**Note:** The exiting person must have the Personnel Entry & Exit Form (Side 2) signed by a Records Processing Facility (RPF) representative before leaving the ER Project. The exiting person must transfer existing records to a New Custodian or to the RPF for record storage. Reference the

Los Alamos National Laboratory Records Management document LIR 308-00-02.0, Section 5.0.

- 6.2.2.5 The **ER Project Office administrative staff** collects building keys, if applicable.
- 6.2.2.6 The **ER Project Office administrative staff** inactivates the exiting person from the ER People Database and the Laboratory Employee Information System (EIS).
- 6.2.2.7 The **ER Project Office administrative staff** transmits a copy of the inactive Personnel Entry and Exit Process form to the RPF, property administrator, budget analyst, training specialist, and the subcontract administrative contact.
- 6.2.2.8 The ER Project Office administrative staff files the Exit Form and the subcontractor verification form in the inactive personnel binder.

### 6.3 Perform Lessons Learned

During the performance of work **ER Project personnel** shall identify, document, and submit lessons learned in accordance with QP-3.2, Lessons Learned, located at [http://erinternal.lanl.gov/home\\_links/Library\\_proc.shtm](http://erinternal.lanl.gov/home_links/Library_proc.shtm).

## 7.0 RECORDS

The **ER Project Office Administrator** is responsible for submitting the following records (processed in accordance with QP-4.4, Record Transmittal to the Records Processing Facility) to the Records Processing Facility and for maintaining a copy of all other required forms, e.g., Attachments A and B as appropriate, in the ER Project Office files.

- 7.1 A copy of the Personnel Entry and Exit Process Form (sides 1 and 2)
- 7.2 A copy of the Subcontractor Verification Form, as appropriate
- 7.3 A copy of the Badge Request Form, as appropriate

## 8.0 TRAINING

- 8.1 All **users** of this QP train by reading this procedure.
- 8.2 **Personnel** train in accordance with QP-2.2, Personnel Orientation and Training, ensuring appropriate documentation in the ER Project Training Database located at <http://erinternal.lanl.gov/Training/Trainingmain.shtml>.
- 8.3 The **ER Project Office Administrator** and the **ER UC Contact** shall monitor the proper implementation of this procedure. The **ER UC Contact** ensures

that relevant team members complete all applicable training assignments in accordance with QP-2.2, Personnel Orientation and Training.

## **9.0 ATTACHMENTS**

Attachment A: Personnel Entry and Exit Process Form (2 pages, this is a two-sided document), located at  
<http://erinternal.lanl.gov/Quality/user/forms.asp>.

Attachment B: Subcontractor Verification Form (1 page), located at  
<http://erinternal.lanl.gov/Quality/user/forms.asp>.

# PERSONNEL ENTRY PROCESS FORM

ER Start Date: \_\_\_\_\_

<b>Personnel Information:</b> ( <i>All entering personnel into the ER Project, except those working fewer than ten days, complete this portion and fax to ER-PO for People Database entry.</i> )					
Z Number:	Name (Last, First, MI):			Email Address:	
Location (TA/Bldg/Rm):	Mail Stop:	Office Phone:	Fax Phone:	Cellular/Pager: <input type="checkbox"/> N/A	Organization Code:
LANL Div./Group:	ER Project Focus Area:	ER UC Contact's Name:	Job Title:	Emergency Contact:	
Employer Name:	Employer Phone #:	Subcontract Contact/Subcontract #:	<input type="checkbox"/> Badge Request <input type="checkbox"/> Contractor Verification		
Work Status: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Deployed <input type="checkbox"/> Casual <input type="checkbox"/> Temporary					

<b>Training:</b> (The ER UC Contact shall ensure by signing below that <i>entering UC personnel</i> , receive a training matrix and <u>completes</u> all required training <u>before</u> the start of work performance or, that Subcontractor personnel has signed the Subcontractor Verification Form verifying receipt of a training matrix and has completed all required training before performing work on the ER Project.)	
ER UC Contact Signature:	Date:

<b>Communications &amp; Outreach:</b> (This section applies to <i>all personnel</i> entering the ER Project, <u>except personnel working fewer than ten days</u> .)		
<input type="checkbox"/> Digital Photograph	<input type="checkbox"/> Updated ER People Database:	C & O Team Signature ( <i>Pueblo Complex, Rm 102, 5-9444</i> ):

<b>Information Management:</b> ( <i>Complete this section if applicable.</i> )		
Configure Computer: <input type="checkbox"/> Email <input type="checkbox"/> User Folder <input type="checkbox"/> Public Share <input type="checkbox"/> Other Folders	Computer Property #: Printer Property #: <input type="checkbox"/> FIMAD Account. ( <input type="checkbox"/> N/A)	<input type="checkbox"/> New <input type="checkbox"/> Existing <input type="checkbox"/> New <input type="checkbox"/> Existing <input type="checkbox"/> N/A <input type="checkbox"/> Software License(s) in User Folder
Computer Support Signature ( <i>Bldg. 1237, Rm 618B, 5-0299</i> ):		Date:

<b>Budget Information:</b> (This section <i>does not apply to Subcontractors</i> .)		
Charge Codes:	Budget Analyst Signature ( <i>Pueblo Complex, Rm 603A, 5-7502</i> ):	Date:

<b>Project Office Use Only:</b> ( <i>Note: Applies to only personnel assigned an office in the Pueblo Complex.</i> )				
Issue E/ER Key/Series: <input type="checkbox"/> EER-1: <input type="checkbox"/> Other(s):	<input type="checkbox"/> New Office Phone Line/Order #: (Call 7-0084) <input type="checkbox"/> Voice Mail (Call 665-8800)	<input type="checkbox"/> Pager (Call 7-5533) <input type="checkbox"/> Cellular	<input type="checkbox"/> Create Mail Slot <input type="checkbox"/> Update People Database <input type="checkbox"/> Update EIS	ER Project Office Signature:
<input type="checkbox"/> Copy sent to Property Administrator, E-Div, MS J552 <input type="checkbox"/> Copy sent to Training Specialist <input type="checkbox"/> Copy sent to Budget Analyst				

**(Return to the ER Project Office when complete.)**

## PERSONNEL EXIT PROCESS FORM

**ER Exit Date:** \_\_\_\_\_

<b>Personnel Information:</b> (This section must be completed by <i>all personnel</i> , <u>except those working fewer than ten days</u> ).	
Z Number:	Name (Last, First, MI):
Work Status: <input type="checkbox"/> Terminating <input type="checkbox"/> Transferring from ER <input type="checkbox"/> Casual	

<b>Information Management:</b> (This section <u>does not apply to personnel working fewer than ten days</u> ).		
Configure Computer <input type="checkbox"/> Delete Email Account <input type="checkbox"/> Remove Public Share Account	<input type="checkbox"/> Disable NT Account <input type="checkbox"/> Remove User Folder <input type="checkbox"/> Other Folders	Transfer Computer Property #: _____ to _____ Transfer Printer Property #: _____ to _____ <input type="checkbox"/> Delete FIMAD Account. ( <input type="checkbox"/> N/A) <input type="checkbox"/> Transfer Software License(s) in User Folder
Computer Support Signature ( <i>Bldg. 1237, Rm 618B, 5-0299</i> ):		Date:

<b>Records Management:</b> (This section <i>must be completed by all employees</i> ).	
<input type="checkbox"/> Record Transferred to New Custodian. Name of Contact: _____ Date: _____ <input type="checkbox"/> Records Transferred to RPF upon exit: Name: _____ Date: _____ <input type="checkbox"/> Destruction of Records/Removal (See RPF for process). Initials: _____ Date: _____	
Note: All Environmental Restoration (ER) "records created and received in the normal course of business at the Laboratory are the property of the U.S. Government. At no time shall these records ever be considered as personal property". Refer to LIR 308-00-02.0, Section 5.0.	

<b>ER UC Contact:</b> (This section <i>must be completed by the ER UC Contact</i> ).	
<input type="checkbox"/> Collect Pager <input type="checkbox"/> Cellular <input type="checkbox"/> Laptop (if applicable) <input type="checkbox"/> Collect Visa Card <input type="checkbox"/> Disconnect existing Phone Line <input type="checkbox"/> Transfer existing line to: _____ Other Items: _____	
ER UC Contact Signature:	Date:

<b>Project Office Use Only:</b> (This section applies <i>only to personnel assigned an office in the Pueblo Complex</i> ).		
Collect E/ER Keys: <input type="checkbox"/> EER-1 <input type="checkbox"/> EER-2 <input type="checkbox"/> EER-3 <input type="checkbox"/> Other _____	<input type="checkbox"/> Cancel Voice Mail (Call 665-8800) <input type="checkbox"/> Collect Calling Card <input type="checkbox"/> Remove Mail Slot	<input type="checkbox"/> Inactivate ER People Database <input type="checkbox"/> Terminate Record on EIS Database <input type="checkbox"/> Update Organization Chart
<input type="checkbox"/> Copy sent to ER-RPF <input type="checkbox"/> Send a copy of completed form to Property Admin., E-Div, MS J552. <input type="checkbox"/> Copy sent to Training Spec. <input type="checkbox"/> Copy to Budget Analyst		

**(Return to the ER Project Office when complete.)**

## SUBCONTRACTOR VERIFICATION FORM

Date: \_\_\_\_\_

Name of Subcontractor:	
Subcontract/Purchase Order #:	
Expiration Date:	
Task Order # (if applicable):	
Procurement Specialist Name:	
Subtask # or description (if applicable):	
Lower-tier Subcontractor Name:	
Employee Name, Z#, Physical Location:	
Subcontractor Supervisor Name:	
Phone Number:	
Signature:	
ER UC Contact Name:	
Phone Number:	
Signature:	

**Training:** (The Subcontractor shall ensure by signing below that *all entering subcontractor personnel* receive a training matrix and complete all required training before the start of work performance.)

ER UC Contact Signature:	Date:
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**(Return to the ER Project Office when complete.)**